

MD-715 Part J

Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

All major commands, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR 1614.203(d)(7)) require agencies to establish specific numerical goals for achieving participation goals for persons with reportable disabilities (12%) and targeted disabilities (2%) in the agency.

Describe how the command has communicated the numerical goals to the hiring managers and recruiters:

The Human Resources Office and EEO office periodically discuss the numerical goals. The Human Resources recruiter and/or Specialist for the position at hand further discusses these goals and/or options with hiring managers.

Section II: Model Disability Program

Pursuant to the regulations implementing Section 501 of the Rehabilitation Act of 1973 (29 CFR §1614.203), agencies must ensure sufficient staff, training, and resources to recruit and hire Persons with Disabilities and Persons with Targeted Disabilities, administer the Reasonable Accommodation Program and Special Emphasis Program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the command designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", use the text box to describe the shortfall(s) and the command's plans to mitigate or resolve them in the upcoming fiscal year.

Yes No

The command was without the following positions sufficiently occupied through the reporting period:

- Reasonable Accommodation (RA) Manager
- Affirmative Employment Program (AEP) Manager
- Diversity & Inclusion/Special Emphasis Program Manager (SEPM)
- EEO Assistant

An AEP Manager has now been designated for FY21.

2. Identify all command staff responsible for implementing the command's disability employment program by the office, staff employment status, and point of contact:

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Disability Program Task	Office/Division Responsible (EEO/HR/IT/Facilities)	# of FTE Staff by Employment Status			Primary Point of Contact (Name, Title)
		Full Time ^A	Part Time ^B	Collateral ^C Duty	
Processing RA requests from applicants and employees with disabilities	EEO	0	0	1	Carla Camara, Deputy EEO, Diversity and Inclusion
Section 508 Compliance	IT	0	0	1	Kendall Smith, Activity CIO
Architectural Barriers Act Compliance	Facilities	0	0	1	Bill Lodgson, Infrastructure Division Head
Special Emphasis Program for PWD and PWTD	EEO	1	0	0	Carla Camara, Deputy EEO, Diversity and Inclusion
PWD Champion ^D					Dr. Peter Adair, SES Division Technical Director

A. Employees (1) whose primary duty is performance of this function and (2) who work 80 hours per Pay Period (PP)

B. Employees (1) whose primary duty is performance of this function and (2) who work less than 80 hours/PP

C. Employees who perform this function, but not as their primary duty.

D. A senior leader (a member of the Senior Executive Service (SES), or a GS-15 if a command does not have an SES) who serves as a representative of their major command in recommending and implementing changes that remove discriminatory barriers to EEO for individuals with disabilities (IWD), and improve the hiring, retention and advancement for IWD, both at the major command and at the DON level.

3. Has the command provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the relevant training that disability program staff have received within the past 2 years. If “no”, describe all shortfalls and the command's plan to resolve them in the upcoming fiscal year.

Yes No

Relevant Training Received During Reporting Period:
 -- SEPM Course 4-6 Feb 2020 for EEO/Diversity & Inclusion Specialist 1LT Janeen Phelps
 -- ADR training for EEO Specialist and ADR Manager Mary Kim

Training Received Since Reporting Period or Planned for FY21:
 -- EEOC EXamining Conflicts in Employment Laws (EXCEL) Virtual Conference 4-6 Aug 2020 for EEO Specialist and Alternative Dispute Resolution (ADR) Manager Mary Kim
 -- Federal Dispute Resolution (FDR) Training (virtual conference) 10-13 Aug 2020 for EEO Specialist and Alternative Dispute Resolution (ADR) Manager Mary Kim
 -- DoN EEO Training Event announced for 19-23 July 2021 (details TBA by DoN EEO)

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the command provided sufficient funding and other resources to successfully implement the disability program during the reporting period?

Yes No

Describe the steps that the command has taken to ensure each of the following aspects of the disability program have sufficient funding, trained personnel, and other resources. If any are insufficiently funded, describe the shortfalls and the command's plan to resolve them in the upcoming fiscal year.

Processing RA requests from applicants and employees with disabilities	An RA Manager was not staffed or funded. But the command has budgeted to hire one in FY21.
Special Emphasis Program for PWD and PWTD	A SEPM was not staffed or funded, and is not currently budgeted for hire, but will be added if possible.

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 CFR 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of Persons with Disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD, such as whether the agency has a numerical hiring goal, and whether the agency uses the Schedule A(u) hiring authority or other hiring authorities that take disability into account, during this reporting period.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

1. Which of the following programs/resources does the command use to identify job applicants with disabilities, including Individuals with Targeted Disabilities:

Workforce Recruitment Program	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
OPM Shared List of People with Disabilities ("Bender List")	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Wounded Warrior Program	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Job Fairs dedicated to PWD/PWTD	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Schools primarily enrolling PWD/PWTD	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Other schools with programs dedicated to PWD/PWTD	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
State Vocational Rehabilitation Offices	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Other (describe below)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

No other.

2. Pursuant to 29 C.F.R. 1614.203(a)(3), describe your command's use of Schedule A(u) to recruit PWD and PWTD for positions in the permanent workforce:

NSWC PCD has a program that maintains Schedule A resumes and evaluates candidates within the program on a routine basis to determine if they are qualified for positions that become available within the organization.

3. How many Schedule A(u) employees were hired to permanent positions during the reporting cycle?

10

4. Describe your command's use of programs to recruit PWD and PWTD for temporary positions (e.g. internships):

Part of our Recruiting Plan is to recruit individuals with Targeted disabilities we encourage participation by all at all of our events. We search and provide resumes to our hiring managers from the WRP website and also attend Corporate recruiting events for individuals with disabilities. However, we did not hire any PWD or PWTD to temporary positions during the 12 months ending 30 June 2020.

5. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A(u)), explain how the command (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

The Schedule A program at NSWC PCD maintains resumes for schedule A candidates. In order for an individual to be in the program they must provide all the applicable documentation necessary that qualifies them for a Schedule A appointment. Management provides HR request for recruit fill actions. If the action is not for a name request, then HR will provide any resumes on file and minimally qualified for the vacancy. The management is advised that these individuals have an applicable direct hiring authority, and if their knowledge, skills, and abilities meet the needs of the position, the manager may move forward with a name request action for the individual.

In addition, if an announcement is made, and it does not include Schedule A within the Area of Consideration, then the candidate can submit their resume to EEO to have the Specialist inform the NSWC PCD HR Staffing Specialist of the individual's interest. The HR Specialist will include the resume to the Selecting Official, for consideration outside the process.

6. Has the command provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A(u))? Identify the number of hiring managers trained, type(s) of training, and frequency provided. If "no", describe the command's plan to provide the training to all hiring managers.

Yes No

Number of hiring managers trained: 88

This number represents managers/supervisors throughout the command to whom the training is targeted. NSWC PCD has multiple meetings for management concerning types of Direct Hiring Authorities to include Schedule A, and Wounded Warriors (using the VRA Direct Hiring Appointment Authority). These are not formal training meetings, but the information is provided in a routine and direct manner during discussions of filling positions and various methods that might be used.

In order to provide official training, the command will schedule formal training to be held at the monthly strategic meetings for each technical and support code, and hold make up classes to ensure that everyone in a management position has the information relayed to them.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the command's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

NSWC PCD actively participates in the annual Equal Opportunity Publications Hire the Disabled Career Expo (EOP), and we are going to participate in EOP's STEM Diversity Career Expo for the first time this year. Through those events, we establish and maintain contacts that allow us to reach more PWD and PWTD individuals looking for employment. Additionally, we have established relationships with multiple universities and, through those relationships, we will be adding virtual Coffee Chats and Resume Cafes that target PWD or PWTD groups/organizations.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

29 C.F.R §1614.203(d)(1)(iii) requires agencies to provide sufficient opportunities for employees with disabilities to advance within the agency. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, and similar programs that address hiring and advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the command's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

Job announcements for non-entry-level positions are published as "Vacancy Notice" or "Reassignment Opportunity" emails to the whole command, with no qualifications based on physical ability.

B. CAREER DEVELOPMENT OPPORTUNITIES

Please describe the career development opportunities that the command provides to its employees, including PWD and PWTD.

Entry Level:

- New Professionals Development Program
- NAVSEA Enterprise Leadership Continuum (Next Gen) (GS 7-11)
- The Naval Acquisition Development Program (NADP) (GS 4-7)

Journey Level:

- Executive Masters in Business Administration (EMBA)
- Masters in Systems Engineering (MSSE, MSE, MSES)
- NAVSEA Leadership Training Path on LinkedIn Learning (GS 7-12)
- Journey Level Leadership (JLL) Program (GS 11-13 w/ 3 yrs NAVSEA experience)
- Defense Civilian Emerging Leader Program (DCELP) (GS 7-12)
- DoN Leadership and Career Development (LCDT) (GS 7-15)
- Emerging HR Leaders Forum (GS 9-12)

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In the sections below, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the command convert all of the eligible Schedule A(u) employees with a disability into the competitive service after two years of satisfactory service (5 CFR 213.3102(u)(6)(i))? If “no”, please explain why the command did not convert all eligible Schedule A(u) employees.

Yes No N/A

An (EEO-068) DIS Historical Employee Listing report as of 01 July 2019 included five (5) employees with a Schedule A(u) current appointment authority who would be eligible for conversion by 30 June 2020 based on:

- 1) "Date Arrived Personnel Office" that would result in at least two years of service in a Schedule A(u) position by 30 June 2020; and

- 2) "Appraisal - Rating of Record" of at least a "3" (out of a possible "5") as of 01 July 2019.

A subsequent (EEO-068) DIS Historical Employee Listing report as of 30 June 2020 showed that of the five (5) eligible employees referred to above:

- One was converted from Schedule A(u) to a career appointment authority; and
- Four (4) remained in a Schedule A(u) appointment authority despite a second consecutive year with a Satisfactory (grade "3") or better Appraisal - Rating of Record. None were separated. Of these four (4):
 - Two (2) had only just met the two-year requirement shortly before the end of the reporting period, in April and May. Their conversions had not yet been completed by the 30 June end of this reporting period.
 - Two (2) had both arrived in September 2016. They were eligible for conversion in 2018. There is no specific reason for why their conversions were not already completed.

The Way Ahead: The command's HR office will periodically check HRLink for employees currently eligible and soon becoming eligible for conversion. They will then prompt the employees' supervisors to initiate the conversion requests. The importance of timely conversions will also be incorporated as part of general HR training for all supervisors.

2. Does the command use exit surveys or exit interviews to determine why PWD and/or PWTD separate?

Yes No

If "yes", please indicate reasons identified in the surveys that the PWD/PWTD left the command:

The command started voluntary electronic exit surveys in December 2019. Some employees choose not to submit. Responses received were reviewed for PWD (including PWTD) who departed in this reporting period, whether by resignation, retirement, or transfer. Because electronic exit surveys were started half-way through this reporting period, and because responses are voluntary, the review included only 9 surveys by PWD/PWTD who departed during this reporting period whether by resignation (1), retirement (4), or transfer (4). However, it should be noted here that *all* separations by PWD/PWTD during this reporting period, with a survey response or not, were *voluntary*.

The 9 surveys included the following factors, with the number of respondents indicated: better job opportunity elsewhere (4), insufficient advancement potential (4), burdensome and inefficient processes in general (4), training (3) (though except for 1 mention of "redundant" requirements it was unclear if this meant a lack of available training or too much mandatory), lack of recognition (2), unchallenging or demeaning work assignments (2), and an inefficient acquisitions process (2). Other factors cited once each among the 9 surveys were: age discrimination (favoring younger over older), chaos and stress, favoritism and nepotism, lack of interaction and communication with overburdened management, the Navy computers and network, and project experience sacrificed for staff work.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their accessibility rights under Section 508 of the Rehabilitation Act and the Architectural Barriers Act, and explain how to file complaints under those laws. In addition, agencies are also required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Describe any programs, policies, or practices that the command has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of command facilities and/or technology.

-- American Sign Language interpreters are provided to assist hearing impaired individuals when needed for command events or training.
-- Clear handheld barrier for signing without a mask.
-- Numerous employees use Dragon and other speech recognition software.
-- Ramps for buildings are currently limited. But in the new plans for re-building in the wake of Hurricane Michael, all ADA regulations will be met including ramps and automated door openers.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 CFR 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. How many reasonable accommodation requests have taken more than 30 days to process? Include (1) all requests processed during the reporting cycle, including those initiated in the previous cycle, that took more than 30 days to process and (2) all requests that have not yet been processed, but are more than 30 days past their request date. Do not include previously-approved requests associated with repetitive accommodations, such as Interpreter services.

Data is not currently maintained. However, most cases are processed within 30 days.

2. What was the greatest number of days it took to process a reasonable accommodation request during the FY? If the longest request has yet been processed, calculate days from the request date to the present.

This data is not currently maintained as we are without an RA program manager.

3. Describe the effectiveness of the policies, procedures, or practices to implement the command's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring the requests for trends.

This data is not currently maintained as we are without an RA program manager.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. 1614.203 (d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests, timely providing approved personal assistance services, conducting training for managers and supervisors, and monitoring the requests for trends.

All information has been disseminated as required. There were no requests for PAS to date.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING THE FAILURE TO ACCOMMODATE

1. Did failure to accommodate fall within the top three issues alleged in the command's EEO counseling activity during the last fiscal year?

Yes No

2. Did failure to accommodate fall within the top three issues alleged in the command's formal complaints during the last fiscal year?

Yes No

3. In cases alleging the failure to provide reasonable accommodation, did any result in a finding against the agency or a settlement agreement during the last fiscal year?

Yes No N/A

4. If the command had one or more findings of discrimination involving the failure to provide an accommodation during the last fiscal year, please describe the corrective measures taken.

Yes No N/A

B. EEO COMPLAINT DATA INVOLVING DISCRIMINATION BASED ON DISABILITY STATUS (EXCLUDING FAILURE TO ACCOMMODATE)

1. Did disability status fall within the top three bases alleged in the command's EEO counseling activity during the last fiscal year?

Yes No

2. Did disability status fall within the top three bases alleged in the command's formal complaints during the last fiscal year?

Yes No

3. In cases alleging discrimination based on disability status, did any result in a finding against the agency or a settlement agreement during the last fiscal year?

Yes No N/A

4. If the command had one or more findings of discrimination based on disability status during the last fiscal year, please describe the corrective measures taken.

Yes No N/A

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

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1. Has the command identified any barriers (policies, procedures, and/or practices) that affect the employment opportunities of PWD and/or PWTD?

Yes No

2. Has the command established a plan to correct the barrier(s) involving PWD and/or PWTD?

Yes No N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments. Create additional tables as necessary to describe each trigger and their related planned activities.

Trigger #_				
Barrier(s)				
Objective(s)				
Responsible Official(s)				
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
Fiscal Year	Accomplishments			

4. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the command intends to improve the plan for the next fiscal year.

Yes No N/A

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For the planned activities were completed, describe the actual impact of those activities toward eliminating the barrier(s).

5. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the command intends to improve the plan for the next fiscal year.